For Release 2001/07/28 : CIA-RDP78-03090A000100160038-2

SPECIAL BULLETIN

ADMINISTRATIVE-INTERNAL USE ONLY

No: 37-74 Date: 6 December 1974

To: All Training Officers of the Agency

INFORMATION SCIENCE FOR MANGERS I

The Office of Training announces another offering of the "Information Science for Managers" course. This one-week, full-time course covers new methodologies for Management and Intelligence. It is applicable to those in support and operations, as well as intelligence assignments.

This introductory level course is designed for executives, managers, potential managers, supervisors, members of management staffs, and other senior professionals with intelligence, collection production, support, operations, or management responsibilities. It stresses the *application* of information systems and systematic methods of analysis by *systems users* to a variety of management and intelligence tasks. It is not designed for skilled systems specialists and the content of the course assumes that students have little or no scientific, technical or computer training.

Each student receives a fundamental knowledge of forecasting, probability, decision trees, sampling, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis, as they apply to management and production tasks in intelligence organizations, He is introduced to the use of computer terminals and the application of computer programs to management and intelligence problems.

OBJECTIVES: at the introductory level:

1. to acquaint the student with the terminology and basic techniques of Management Science.

2. To identify capabilities, limitations, and applications of Systematic Methods of Analysis in management, intelligence, support, and operations.

This document is part of an integrated file. If separated from the file it must be (please) individual systematic review.

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3. To improve the student's ability to communicate and collaborate with systems professionals on more difficult problems and requirements.

4. To provide a wider range of approaches to the manager and his staff in the analysis of problems and in the decision-making tasks of his organization.

ELIGIBILITY:

GS-14 officers and above, from all Directorates and Offices. No previous technical, scientific, math or computer training is necessary.

SECURITY:

Final TOP SECRET security clearance with certification of access to SI/TK is required.

DATE AND TIME:

24 through 28 February 1975. 0900 to 1600 hours daily, one-week, full-time.

LOCATION:

4600 Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building). No transportation will be provided. Detailed instructions on directions to the building, parking and classroom number will be mailed to the students prior to the start of the course.

REGISTRATION:

Form 73, "Request for Internal Training" must be submitted to OTR/S&RS/RG, Room 1036, Chamber of Commerce Building, by 3 February 1975. These and through the Cover and Commerical Staff, as personnel of other Intelligence Community agencies will attend this course.

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FURTHER INFORMATION:

On course content call [redacted]

On Registration call Registration Group, extension [redacted]

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